

**Internal Audit Services
Draft Charter Crosswalk
February, 2005**

This is a brief crosswalk highlighting the major changes proposed to the Internal Audit Charter.

1. Renamed Internal Audit Department to Internal Audit Services.
2. Separated Mission and Scope into two sections.
3. Mission – added for whom the internal audit services are provided.
4. Scope of Work –
 - Changed ensure to provide reasonable assurance.
 - Changed Employee's actions to simply "Actions" to include all working on VITA's behalf.
 - Kept all except for "Quality and continuous improvement are fostered in the organization's control process."
5. Accountability
 - Combined duties with responsibilities in the responsibilities section.
 - Stated Internal Audit Director is accountable to the ITIB through the Finance and Audit Committee rather than accountable only to the Finance and Audit Committee.
6. Independence - Deleted:

"It will include as part of its reports to the CIO a regular report on internal audit personnel.

The audit director shall be informed immediately of all instances where a member of the department believes that independence, in fact or in appearance, has been impaired."
7. Responsibilities
 - Added that Internal Audit Services will assist the ITIB Finance and Audit Committee, the CIO and VITA management by:"
 - Summarized audit plan development by eliminating the procedural steps and combining developing and executing.
 - Summarized participation in change and development activities.

- Summarized audit tracking responsibilities and change the period for management status reports from quarterly to semiannually.
- For recommendations that the Finance & Audit Committee agrees management should not implement: changed the requirement from deleting the recommendation in the audit tracking system to noting in the system that the management has accepted the risk.
- Broadened coordination language and combined with general counsel review.
- Expanded fraud investigation and reporting responsibilities to include the Hotline and Code reporting requirement.
- Added the Finance & Audit Committee to the requirement of keeping the CIO informed of emerging trends and successful practice in internal auditing.
- Deleted the following duties/responsibilities:

Periodically provide information on the status and results of the annual audit plan and the sufficiency of department resources to accomplish the workplan.

Report significant issues related to the processes for controlling the activities of the organization and its affiliates, including potential improvements to those processes, and provide information concerning such issues through resolution.

Provide reports and information to, and as requested by, the Finance and Audit Committee of the Information Technology Investment Board.

Provide annually an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks.

Annually review overall VITA operations and governance.

Perform audits as requested by the Finance and Audit Committee.

- Combined a portion of the following into Mission Statement:

Assist the Finance and Audit Committee with fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the VITA process for monitoring compliance with laws and regulations and the code of conduct.